

UNITED STATES DISTRICT COURT
DISTRICT OF CONNECTICUT
141 CHURCH STREET
NEW HAVEN, CONNECTICUT 06510
(203) 773-2140

ROBIN D. TABORA
CLERK

DINAH MILTON KINNEY
CHIEF DEPUTY

**INSTRUCTIONS FOR DEATH PENALTY CASE VOUCHERS AND WORKSHEETS
FOR EXPERTS AND OTHER PROVIDERS**

Revised 3/14/08

When we enter your vouchers into the nationwide CJA system, before payment can be certified, each category of compensation and expenses must contain an accurate accounting of the claim for reimbursement. We cannot enter your vouchers without this information. To make this process run as smoothly as possible, it would be appreciated if you would complete your vouchers in the following manner:

1. Carefully review the instructions which should have accompanied your CJA 31 form. If you did not receive instructions, please contact the attorney, the clerk's office, or go to the court's website at www.ctd.uscourts.gov for this information.
2. Please make several photocopies of the voucher before you begin filling in a claim. The photocopies may be submitted as interim vouchers as long as they contain original signatures, preferably in blue ink. When you are submitting your final claim, the original CJA 31 may be submitted at that time.
3. The attorney must sign in Blocks 11 and 18; a lack of either signature will prevent the voucher from being processed.
4. Only mileage and parking should be placed in Block 16b. For the most current mileage rates, please check with the clerk's office or check the court's website.
5. All other expenses (such as copy costs, postage, toll calls) should be entered in Block 16c.
6. Block 17 should be completed with the certification period and whether or not the claim is an interim or final payment.
7. Interim payments will have the compensation reduced by 20% so immediate payment may be made. When your final claim is received and noted as "final," the 20% previously withheld will be released upon payment.
8. Block 17 must be completed or the voucher will be returned unprocessed. **PLEASE SUPPLY AN EMPLOYER TAX I.D. NUMBER AND YOUR PERSONAL SOCIAL SECURITY NUMBER WHICH IS USED AS A UNIQUE IDENTIFIER.** Failure to supply both numbers will delay your payment.
9. **DOCUMENTATION:** Each voucher must have the court's approved fillable work sheets and other documentation/receipts attached for any claims made for compensation as well as for any expenses claimed, regardless of the nature of the expense. **FAILURE TO INCLUDE WORK SHEETS OR SUPPORTING DOCUMENTATION WILL RESULT IN THE VOUCHER BEING RETURNED, UNPROCESSED. PLEASE NOTE THAT ANY CLAIM FOR SALES TAX ON SERVICES RENDERED IS NOT A REIMBURSABLE EXPENSE UNDER THE CRIMINAL JUSTICE ACT.**
 - a. Documentation must include **the docket number and the name of the defendant.**

- b. Entries must contain the date the service was performed, a brief description of the service performed and the time spent performing the service.

Completing your vouchers in this manner will make it easier for us to audit them and get them certified for payment. Please make as many copies of the worksheets as are necessary for you to attach to your vouchers. If you have any questions or difficulties, please call Lori Inferrera, Division Manager, New Haven at (203) 773-2415. Thank you for your assistance and cooperation.